



# Department of ADMINISTRATIVE SERVICES *Job Postings*



## EASTERN CONNECTICUT STATE UNIVERSITY JOB OPPORTUNITY BUILDING & GROUNDS PATROL OFFICER UNIVERSITY POLICE DEPARTMENT

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** PUBLIC  
**Location:** WILLIMANTIC, CT  
**Job Posting No:** 110168  
**Hours:** Must be available to work all shifts, holidays and weekends  
**Salary:** PS 05 - \$39,054 - \$52,409  
**Closing Date:** June 16, 2017

### **PURPOSE OF CLASS:**

At a state institution, university or school, facility or at the State Regional Market this class is accountable for providing basic security services designed to insure the control and safety of clients, students, employees and the visiting public.

### **SUPERVISION RECEIVED:**

Initially works under the close supervision of Buildings and Grounds Lead Patrol Officer or other employee of higher grade; works more independently with acquired experience.

### **EXAMPLES OF DUTIES:**

Enforces regulations relating to parking and traffic control as established by assigned agency; directs traffic on state property; issues tickets for violations; gives information and assistance to visitors; guards entrances and exits to prevent trespass, vandalism, theft and other violations; performs routine vehicle and foot patrol duty and monitors security and alarm systems to detect theft and other criminal acts; provides security escorts; provides first aid when necessary; performs dispatching and record keeping functions at a desk post; at a state hospital, assists in maintaining order among patients; assists in searching for missing patients; may assist in fire prevention and fire fighting activities; at an agency or institution, may oversee the activities of fellow officers as designated; at the State Regional Market, collects stall fees from vendors and prepares receipts of same; performs related duties as required.

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **KNOWLEDGE, SKILL AND ABILITY:**

Interpersonal skills; basic oral and written communication skills; ability to think and act quickly in an emergency with judgment and discretion.

#### **EXPERIENCE AND TRAINING:**

Any experience or training which would provide the skills and abilities indicated above.

#### **SPECIAL REQUIREMENTS:**

Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.  
Incumbents in this class may be required to obtain and maintain a Standard First Aid Certificate and/or CPR certification.

#### **CHARACTER REQUIREMENT:**

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

#### **PHYSICAL REQUIREMENTS:**

Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class.

Applicants may be required to pass a physical examination.

#### **WORKING CONDITIONS:**

Incumbents in this class may be exposed to the attendant discomforts of working outdoors, to the effort of prolonged periods of walking and standing while on foot patrol and/or guard duty, and to some danger of injury in performing the duties of this class.

STATE JOB SPEC: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6417>

**Application Instructions:** Interested and qualified candidates who meet the above requirements should complete an Eastern Application as well as send a cover letter, resume, and three letters of reference to La Shawn McBride, Office of Human Resources, Gelsi & Young Hall, 83 Windham Street, Willimantic, CT 06226. To access the application click the following link: <http://www.easternct.edu/humanresources/files/2014/05/Emapp.pdf>

**Individuals with reemployment/SEBAC rights must be given first preference for this position.**

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.